



POSITION ANNOUNCEMENT

Position: Secretary
Type of Position: Personal Service Contractor (PSC) Temporary
Closing Date: March 22nd, 2017
Hours: (40 hours per week)
Supervisor: Programing and Training Manager

Submit: Letter of Interest, CV, 3 professional references, a copy of a Government-issued identification card, Government-issued Labor card and copies of all certificates related to the qualifications for the position to the Director of Management and Operations ; US Peace Corps, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone

OR

SL01-pcjobs@peacecorps.gov

The PST Secretary is generally under the general direction of the Training manager (TM) is responsible for the preparation of the day to day operations of PST clerical work for Peace Corps. The PST Secretary is responsible for performing standard secretarial and administrative support functions for the PST Team, particularly the PTM and Training Manager. The PST Secretary reports to the TM, receives daily guidance from the Training Manager, and cooperates with all Peace Corps staff.

TASKS AND DELIVERABLES

- Provides secretarial support, primarily for the TM, and other PST staff:
- Maintains files and calendar (electronic and hard copies).
- Makes appointments.
- Drafts and prepares routine correspondence.
- Maintains efficient flow of information
- Maintains and communicates an up-to-date directory of staff contact information.
- Maintain current contact lists.
- Greets visitors who have gained access through the PST guards. Ensures that visitor policies are observed. Exercises tact and diplomacy in dealing with visitors.
- Ensures that the main PST phone line is answered during business hours.
- Receives and distributes mail, cables, packages and other correspondences.
- Maintains office copier and communicates needs to logistician.
- Tracks usage of stationary products and informs logistician and TM on inventory.
- Attends PST staff meetings as indicated; takes notes and prepares and distributes minutes electronically and in hard copy.

Qualifications

- ✓ Minimum of two (2) years' experience in receptionist duties, clerical and computer skills with administrative experience
- ✓ Completion of Secondary School education, vocational or in a recognized institution with a: Certificate in communication skill, human resource management, or related field.
- ✓ Proven proficiency in spoken and written English at a professional level, and spoken Krio.
- ✓ Experience working in a multi-cultural environment.
- ✓ Knowledge and skills in MS office applications, typing, and internet usage.

DUTY STATION

The necessary duties can be performed at the required training site which can be determined by Peace Corps located anywhere in country.

Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown.

For complete details: http://freetown.usembassy.gov/job_opportunities.html